

**I give notice that  
a Taupō Airport Authority Committee Meeting will be held on:**

<b>Date:</b>	<b>Monday, 27 May 2024</b>
<b>Time:</b>	<b>10.30am</b>
<b>Location:</b>	<b>Taupō Airport ANZAC Memorial Drive Taupō</b>

# **AGENDA**

## **MEMBERSHIP**

<b>Chairperson</b>	Mr Chris Johnston
<b>Deputy Chairperson</b>	Cr Yvonne Westerman
<b>Members</b>	Cr Duncan Campbell Mr Chris Grace Mayor David Trewavas
<b>Quorum</b>	3

**Julie Gardyne  
Chief Executive**

## Order Of Business

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<b>3</b>	<b>Ngā Whakapānga Tukituki   Conflicts of Interest</b>	
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**4.1 TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING - 12 FEBRUARY 2024**

**Author:** Karen Watts, Senior Committee Advisor

**Authorised by:** Nigel McAdie, Legal and Governance Manager

**NGĀ TŪTOHUNGA | RECOMMENDATION(S)**

That the minutes of the Taupō Airport Authority Committee meeting held on Monday 12 February 2024 be approved and adopted as a true and correct record.

**NGĀ TĀPIRIHANGA | ATTACHMENTS**

1. Taupō Airport Authority Committee Meeting Minutes - 12 February 2024 [↗](#)

**5.1 OPERATIONAL UPDATE**

**Author:** Wayne Wootton, General Manager Taupō Airport

**Authorised by:** Tony Hale, Acting General Manager Operations and Delivery

**TE PŪTAKE | PURPOSE**

For the Taupō Airport General Manager to provide the Taupō Airport Authority (TAA) Committee with an operational update.

**NGĀ KŌRERORERO | DISCUSSION**

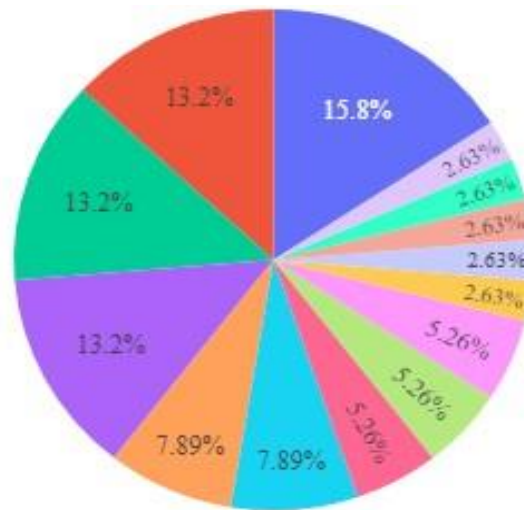
**Safety Management System software**

Management has now fully transitioned to the new safety management software platform called OneReg. The new system is much more user friendly, and the dashboard provides imagery to reflect current incident / risk reporting and wildlife control which is displayed in this report. With its interactive features, the platform empowers users to engage with data in meaningful ways, optimising resources, reducing costs and delivering a fit for purpose aviation software platform that meets industry regulation.

**Occurrence reporting**

There were three occurrences reported to or by management for March 2024, two involving wildlife sighted airside and the third being an unplanned power outage.

All three were investigated with the appropriate actions taken to minimise any flow on reoccurrence or impact on aerodrome operations. Graphing highlights the main areas of operational reports allowing management to monitor these against our current SMS safety performance indicators.



- Bird Near-strike
- Security
- Birdstrike
- Maintenance
- RWY Incursion
- Near Miss
- Other
- Aerodrome Airspace
- Wildlife
- Vehicle
- Medical
- Health and Safety
- Operational
- RPAS

## Risks

Following the recent Earth Systems and Climate Change (ESCC) volcanic eruption exercise and last year's cyclone Gabrielle weather impact on the central North Island, all risks in the TAA risk register have been evaluated or extended with the outcomes and appropriate risk treatment plans.

This ensures that any actions required for all weather or geological events are up-to-date and relevant to airport operations. A brief summary of the TAA (Taupō Airport Authority) Emergency table-top exercise is given in the following section – Airport Safety Group.

The majority of the identified airport risks continue to be medium with three aviation/airspace risks remaining in the high category even after the applied appropriate treatment plans to each risk. An annual review of the risk register has been carried out for 2024, with ongoing monitoring and evaluation on a more regular basis by the management.



## Airport Safety Group

An Airport Safety Group meeting was held on 14 February 2024 and the minutes of the meeting are **attached**. A verbal update following the 15 May 2024 meeting will be provided to the committee.

## Emergency management

In accordance with Taupō Airport's Aerodrome Operating Certificate, management carried out an emergency tabletop exercise on 19 March 2024 in conjunction with Taupō District Council Civil Defence Emergency Management (CDEM) and the Emergency Services Co-ordinated Committee.

The exercise tested capabilities and response times based on the scenario of a volcanic eruption utilising the CDEM Initial Response Plan. Business continuity plans have been updated to reflect such events including the risk register which captures a volcanic eruption, earthquake and significant weather events.

Minutes of this exercise have been logged into OneReg, covering TAA's Civil Aviation Rule Part 139 obligations for an annual emergency exercise for 2024.

The next emergency exercise will be a full emergency drill and will be carried out in conjunction with Air New Zealand. Management is currently working with the airline and may bring the exercise forward to late 2024 to coincide with the airline's requirements. This will negate the need for an exercise to be undertaken during 2025.

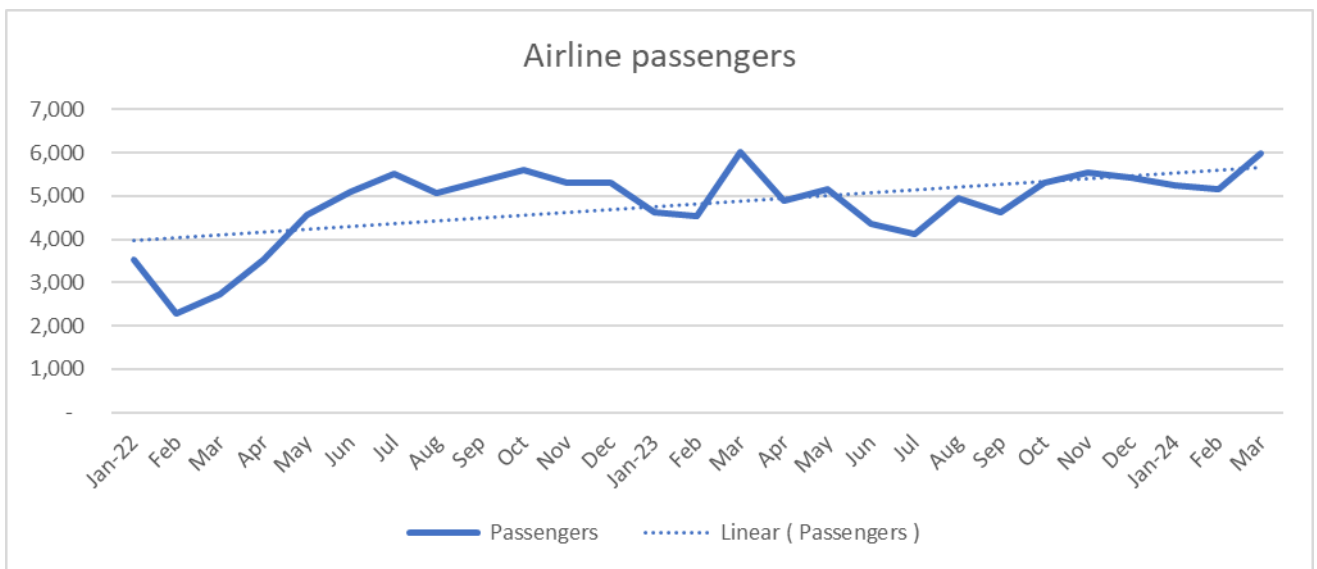
**Security**

Management has installed a retracting automated security gate to replace the existing farm gate that provides access to the jet A1 fuel station. The original gate was at times being left open which compromised safety and security. The retracting gate, which has been repurposed from an existing unused gate, operates on a keypad from landside to airside and a wireless function when returning to landside. These improvements ensure we are compliant with Civil Aviation Rule Part 139.

**Passengers and aircraft movements**

There was an improvement in passenger numbers for the period ended 31 March 2024 which at a total of 46,350 was less than 2% lower than the equivalent period last year (the half-year result was 7% down on FY2023).

Passenger numbers per month (January 2022 to March 2024)



As can be seen from the graph, passenger numbers are still trending upwards post COVID, however, the recovery at just under 87% is still struggling to reach pre-COVID numbers. For the same nine-month period in FY2020 passenger numbers totalled 53,450 just before the pandemic took a hold in April 2020. Figures for April 2024 should produce a boost with the V8 Supercars attracting an additional eight return flights between Auckland and Taupō over the event period.

The current Statement of Intent was based on a full recovery and forecast passenger numbers at 71,720. Whilst this will not be achievable, management is still confident that numbers will continue to improve over the next three months as compared to FY2023 and has now reforecast the total for FY2024 at 62,500.

Looking ahead to FY2025, management has forecast a modest 3% growth which will put the total number of passengers for the year at approximately 64,500 but still way short of pre-COVID numbers which stood at over 71,000.

With regards general aviation at Taupō Airport, this is tracking according to forecast, however, revenue is lower than anticipated for the nine-month period as the 2023 review of landing charges is still to be approved by the Ministry of Transport.

**Training**

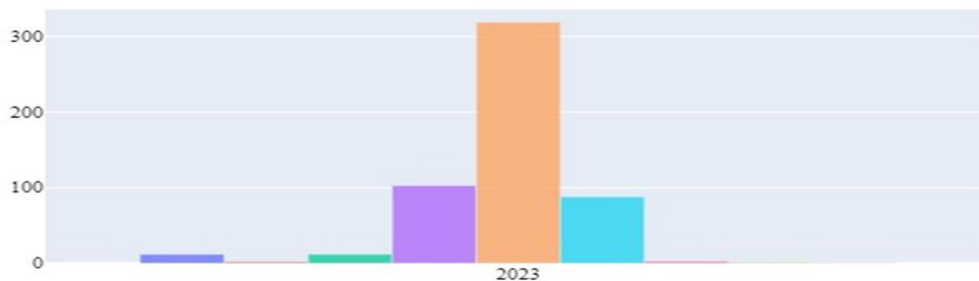
The Operations Manager attended a conflict management course around challenging conversations in the community engagement space which was facilitated by the Taupō District Council.

**Wildlife Management**

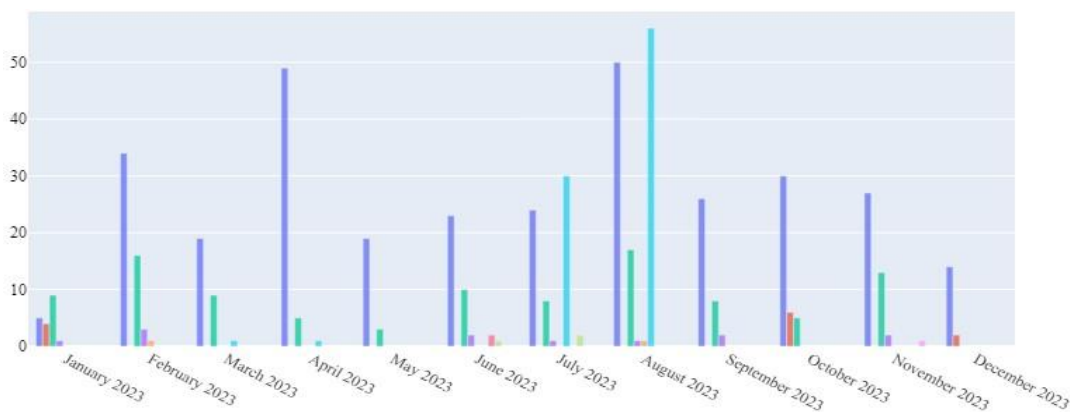
At Taupō Airport wildlife management is carried out by proactively and collectively using a series of varied methods to reduce wildlife. In recent years management has increased runway sweeps ensuring a runway inspection is carried out prior to all scheduled commercial flight landings. A further runway sweep can be conducted prior to departing scheduled commercial flights if required or at the request of the aircraft captain.

Balancing cropping, mowing and the local environment ensures that an undesirable habitat for wildlife is maintained. A large amount of ground cover has been removed with the development of land parcels which is helping to flush out wildlife species that could be detrimental to safe airport operations. It is worth noting that the native hawk is protected as this can be useful on the airfield in deterring smaller bird species. Management understands wildlife management is work in progress and continues to look to improve current mitigation methods through education and consultation with other New Zealand airports.

Management is also committed to ensure a safe operating environment exists that is in compliance with Civil Aviation Rule 139.71 for all air space users. The attached graphs are indicative of the wildlife observed at Taupō Airport as reported through the OneReg safety management software. The figures (1994) can be ignored as this is a teething problem when downloading the data and will be rectified in due course.



- (1994) - Number of wildlife controlled: Pheasant
- (1994) - Number of wildlife controlled: Feral Cat
- (1994) - Number of wildlife controlled: Duck
- (1994) - Number of wildlife controlled: Plover
- (1994) - Number of wildlife controlled: Magpie
- (1994) - Number of wildlife controlled: Possum
- (1994) - Number of wildlife controlled: Pigs
- (1994) - Number of wildlife controlled: Rabbit
- (1994) - Number of wildlife controlled: Seagull



- (1994) - Number of wildlife observed: Magpies
- (1994) - Number of wildlife observed: Pheasant
- (1994) - Number of wildlife observed: Plovers
- (1994) - Number of wildlife observed: Duck
- (1994) - Number of wildlife observed: Rabbit
- (1994) - Number of wildlife observed: Possum
- (1994) - Number of wildlife observed: Cats
- (1994) - Number of wildlife observed: Pigs
- (1994) - Number of wildlife observed: Seagull

Even though numbers appear high in the above graphs, this is possibly testament to how well wildlife is controlled at the airport as actual strike numbers are low.

As previously reported, the CAA issue quarterly reports on details of bird incidents for all of the New Zealand airports and each airport is assigned a risk category based on the most recent 12 month average bird strikes per 10,000 aircraft movements. The analysis shows that strikes at Taupō airport are continuing to be low and trending downward.

### **Airspace**

- *Drone Operations*

Management previously advised Committee members that AirShare, which is an entity of Airways New Zealand, has contacted the airport with regards an airspace management programme to facilitate and control drones in the Taupō region.

Following previous attempts to introduce the system, which was originally not cost effective for most aerodromes, AirShare is applying for funding through the Airspace Integration Trials (AITP) programme. This programme builds on the potential for innovation under New Zealand's current Civil Aviation Rules, providing a mechanism for the government to work with leading and innovative domestic and international industry partners. The aim is for the AITP program to implement a platform at several unattended / uncontrolled aerodromes around New Zealand.

Management has recently reached out to Airways who has now advised that funding for the Airspace Integration Trial is with the Ministry of Business Innovation and Employment and that formal approval is in the final stages.

Providing all is accepted and funding is agreed, AirShare is proposing a trial user agreement that will be specific for unattended / uncontrolled aerodromes. Management has indicated a wish to be a part of this trial process and Committee members will be updated as the programme progresses.

- *Noise Complaint*

Management has recently received various noise enquires / complaints pertaining to the approach paths at Taupō Airport which appeared to be mainly in connection with helicopter operations. The issues were focused on the Wharewaka area to the west of Lakeside Terrace.

This has given management the opportunity to educate the general public by utilising the Aeronautical Information Publication and Flight Radar application to illustrate how aircraft operate in and around the airport.

It was noted that there are noise covenants on all the properties in the Wharewaka area which encompasses airport operational noise generated from normal airport activities.

Management has visited and engaged with the manager of a nearby retirement facility to explain and clarify how the airport operates. There was particular attention to aircraft noise and the operational requirements in accordance with both the Civil Aviation Authority regulations and air space rules.

If there are any further specific issues management has offered to attend a resident meeting to promote and educate to give a better insight into airport operations.

- *Helicopter Operations*

As previously reported, management is seeking to renew the NZL460 (low level flying operations) to the east of Taupō airport which is a CAA requirement under Rule Part 91.131 as the designated user agency. To enable the renewal, evidence of consultation with operators is mandatory and this was tabled again at the recent Airport Safety Group meeting in February.



Further management also has to engage with the affected landowners (Landcorp Farming Ltd and Part Tauhara Middle Block) but to date has only been able to meet and be granted permission from Landcorp.

The matter is still continuing with management seeking approval from landowners adjacent the airport, and in the meantime CAA is aware that TAA is not in a position to provide clear timeframes when the renewal will be effective.

In the interim the intention, as recommended by the CAA, will be to issue a NOTAM to temporarily withdraw the low-level flying zone NZL460.

- *Navigation Aids*

Airways New Zealand is responsible for installing and maintaining all aviation navigational aids and the organisation is planning to upgrade facilities at Taupō airport by installing a new short to medium-range radio navigation system called a Doppler VHF Omni Directional Range (DVOR).

If was reported at the last Committee meeting that the location of the DVOR was to be to the south-east of the airfield just outside the aerodrome confines on Council land. However, it is now apparent that the site for the DVOR will be located within the airport boundary and construction is due to commence late 2024 / early 2025. Initial ground works will comprise of a topographical survey and geotechnical investigations.

A ground lease for the site is noted in the tenants and leases section of the report.

## **Airside**

- *Runway Condition Reporting*

From 30 November 2023 all certified aerodrome operators have been required to compile and produce a runway condition report on a daily basis. In conjunction with the transition to the new safety management platform, the software provider has created an inspection module that encapsulates the International Civil Aviation Organisation (ICAO) aviation requirement for an unattended aerodrome.

This is now included as an inspection form in OneReg and is completed twice daily by the airport operations contractor.

- *Apron Remedial Works*

As previously advised, management engaged a contractor to carry out crack sealing on the southern runway and northern apron as part of the annual airside maintenance operations. During the works, it was identified that there was significant cracking to the northern apron and, in particular, the vicinity of the commercial aircraft turning paths.

To understand the integrity of the asphalt layers and longevity of the existing asset, an apron surface survey was undertaken by consultancy company AECOM, who have staff specifically experienced in airside pavement structures.

The survey included a Benkelman beam test which measures the deflection of the surface under loading.

The report produced by AECOM has recommended that a surface treatment be applied which will extend the longevity of the apron. This surface treatment consists of a coating of the surface with a flexible membrane which seals the cracks and creates a waterproof layer. This should protect the surface from the freeze / thaw effects through the winter period and prevent further deterioration from cracking.

Whilst the surface treatment will initially work it is only a temporary solution and in the long-term (next five to ten years) the apron surface will have to be milled and resurfaced with the laying of a flexible geogrid between the asphalt layers to prevent cracks migrating through.

To confirm the results and to gain a better understanding of what is happening, four core samples were taken on 1 May to ascertain whether the cracking is top down (surface treatment near-term followed by surfacing) or bottom up (requires reconstruction as the subgrade could be failing).

Location of core samples 1 to 4



Core 1: This totally fell apart on removal

Core 2: Came out intact with only slight cracking evident in the top 10mm



Core 3: Came out intact with more extensive cracking evident from the surface down to about 60mm (surface asphalt layer)



Core 4: Came out intact but cracking evident through to and including the cement stabilised sub-base – the two asphalt layers having delaminated.



Based on experience, management's initial thoughts are that localised reconstruction could well be required followed by a waterproofing surface treatment over the whole of the apron area. This would extend the life of the apron between five and eight years.

To gain a better understanding of choices, management has been in discussions with AECOM who have recommended that further core samples be taken in the vicinity of cores 1 and 4 to ascertain the extent of what appears to be a more serious failure.

Once these have been carried out AECOM will then advise of the necessary treatment which will probably be milling and resurfacing with the introduction of a geotextile membrane within the asphalt layers.

Core samples 2 and 3 are indicative of water penetration from the surface and costings for a suggested treatment are being sought by management.

Committee members will be updated in due course.

- *Runway Surface Maintenance*

In accordance with the airside maintenance schedule, lichen removal will be scheduled to be carried out on the shoulders of the main sealed runway.

Airways New Zealand has recently repainted the numbering for the runway lights as the original paint markings have faded.

### **Landside**

- *Public Car Parking*

Management previously reported on issues with damage to the car parking equipment through what appeared to be either poor driving or deliberate damage.

Members will recall one serious incident which involved a vehicle towing a boat on a trailer which tried to enter the short-term car park and caused \$34,000 worth of damage. An insurance claim was lodged and paid less the policy excess which is still to be sought by the insurers from the third party.

If the insurers are successful the airport will be repaid the substantial excess amount.

Following the installation of metal bollards and additional signing, apart from the odd occasion when assistance has been required due to barriers not opening, the car parking system is working well and the travelling public are now accustomed to the paperless and ticketless operation.

Management also now has a spare barrier on site in case of further damage and an additional camera has been installed to capture the short-term and terminal entry lanes. This now ensures visibility over all terminal car park entry and exits.

### **Grounds Maintenance**

Members have previously been advised that with the need to save further costs and streamline the process, management was investigating the possibility of consolidating the two maintenance operations of airside and landside mowing into one contract and has been in discussions with the current grounds maintenance contractor, Harrisons Contracting.

Management has also been in discussions with TDC Sports and Venues, whose staff currently mow the airside areas, about the proposal and have had positive feedback from the team as they have often expressed that the airside mowing does impinge on their general Council workload.

Therefore, management is now proposing that the airside mowing maintenance be included in the current grounds maintenance contract with Harrison Contracting with the new arrangement effective from 1 July 2024.

The terminal car park gardens are now beginning to mature very nicely, however, they require regular maintenance to keep neat and tidy.

The airport grounds maintenance contractor did a great job in ensuring that on ANZAC day Poppy flowers were on show at the base of the flag poles on ANZAC Memorial Drive.

### **Terminal**

- *Heating, Ventilation and Air Conditioning system (HVAC)*

GHD, the airport terminal redevelopment consultant, has been commissioned by the airport project team to carry out an audit on the HVAC system following the rupture of an expansion vessel on the heating water circuit. This occurred in late February with a loud explosion and subsequent water deluge in the back of house corridor.

Fortunately, quick action by management and the Air New Zealand ground crew prevented what could have been extensive damage to the offices in the new terminal. If the incident had taken place overnight the whole terminal would have been flooded.

GHD's survey and subsequent report covered the overall status of the current HVAC installation and identified that the expansion vessel catastrophically failed due to there being no pressure relief valve on the system. This was a non-compliant matter as a pressure release valve should have been included when the system was first installed and further issues were also found during the survey regarding lack of seismic restraints, missing insulation and drainage. The original installer is currently carrying out remedial works.

- *Building Management System (BMS)*

A Service Level Agreement has been set up with a software provider in terms of the service and maintenance of the BMS system. There will be an annual charge for the service which has been included in the FY2025 operational budget.

- *Terminal Automatic Doors*

Management are aware that there are still issues with the four sets of automatic doors, two landside and two airside with doors not opening or closing correctly and trims coming off. This is of particular concern with the airside doors from a safety perspective.

The installer of the door's running mechanism and motorised unit has proposed a solution which would see the removal of the existing operating system and replaced with a much more robust system that would be capable of accommodating the weight of the doors.

The installer was on site on 20 March to measure the opening sizes and the existing door glass panels to ascertain whether it would be a straight swap with the new running gear or whether the new tracking system would be too big to enable to existing doors to operate. If this is the case then new smaller glass panel doors may be required.

Management is awaiting to hear the next steps from the installer.

Until such a time that an effective solution is put in place, management will not accept liability for the doors and will continue to work with all parties to ensure that the issues are satisfactorily resolved.

- *Waste Management*

Management has implemented recycling into its waste collection with landfill and recycling materials being segregated accordingly by the airport operations contractor. The terminal waste bins are clearly marked to inform the public to distinguish between what can and what cannot be recycled.

- *Infrastructure*

Taupō District Council is proposing to upgrade the water main to the airport to better secure the water supply and strengthen firefighting capabilities to current code for the airport complex and surrounding roads.

Subject to final details being reviewed, this will entail installing a new 180mm water main inside the boundary of the airport close to the intersection of Anzac Memorial Drive and the industrial development off the Eastern Arterial road.

The current pumping station and reservoir on Anzac Memorial Drive will become redundant and in time be removed to free up space for a future lease site.

### **Taupō Major Events 2024**

Over the weekend of 20 and 21 March, the first of this year's two major events took place in Taupō – the V8 Supercars. The event was a success, and the airport played its part with the terminal being decked out to welcome visitors and Air New Zealand putting on extra scheduled flights to cater for the increased demand.

Air space management was tasked to Helisika who implemented a restricted air space and management of helicopter parking at the Centennial Park Gliding Club. Airport management issued the appropriate NOTAM's and general aviation parking areas at the airport were restricted to allow contingency planning around additional aircraft parking.

Management was expecting an influx of general aviation aircraft, both fixed wing and rotary, however, even though the additional movements did not materialise, the exercise did prove useful for the future.

Attention is now focussed on the next major event, the Ironman 70.3 Worlds in December. This event will have different challenges to the V8 Supercars and will undoubtedly demand a greater input from management as a good number of competitors, family and support crews will be transiting through the airport complete with bikes and kit.

Management is working in collaboration with the Council's events team, Air New Zealand and Auckland airport to ensure that Taupō airport not only provides a welcoming gateway to the region but is also geared up to handle additional flights and passengers. To date there have been several meetings with all parties and a delegation consisting of airport management and the events team have been to Auckland airport to view the facilities available and to discuss in more detail plans for the events.

Further meetings are planned over the next few months with proposals for the event being analysed and refined to ensure that Taupō and the airport provides a great welcome to all the international and national competitors and visitors.

Members will be updated in due course.

#### **WHAKAKAPINGA | CONCLUSION**

It is recommended that the Committee receives the operational update report from the General Manager.

<b>NGĀ TŪTOHUNGA   Recommendation(s)</b>
<b>THAT THE TAUPŌ AIRPORT AUTHORITY COMMITTEE RECEIVES THE OPERATIONAL UPDATE REPORT.</b>

#### **NGĀ TĀPIRIHANGA | ATTACHMENTS**

1. Airport Safety Group Minutes - 14 February 2024 [⇒](#)

**5.2 FINANCE UPDATE**

**Author:** Wayne Wootton, General Manager Taupō Airport

**Authorised by:** Tony Hale, Acting General Manager Operations and Delivery

**TE PŪTAKE | PURPOSE**

To receive a summary finance report for the period ended 31 March 2024

**NGĀ KŌRERORERO | DISCUSSION**

The Summary Finance report for the period ended 31 March 2024 is attached (Attachment 1).

A more detailed discussion on the results to date will take place during the Confidential section at the end of this meeting.

**WHAKAKAPINGA | CONCLUSION**

It is recommended that the Committee receives the finance update from the General Manager.

**NGĀ TŪTOHUNGA | RECOMMENDATION(S)**

That the Taupō Airport Authority Committee receives the summary finance report for the period ended 31 March 2024.

**NGĀ TĀPIRIHANGA | ATTACHMENTS**

1. Summary Finance Report - period ended 31 March 2024 [⇒](#)

**5.3 STATEMENT OF INTENT (SOI)**

**Author:** Wayne Wootton, General Manager Taupō Airport

**Authorised by:** Tony Hale, Acting General Manager Operations and Delivery

**TE PŪTAKE | PURPOSE**

This item is for the Committee to receive the Statement of Intent for the period 1 July 2024 to 30 June 2027 for release to the joint venture owners.

**NGĀ KŌRERORERO | DISCUSSION**

The draft Statement of Intent for the period 1 July 2024 to 30 June 2027 was approved by members at the meeting of the TAA Committee on 12 February 2024 and submitted by the deadline of 1 March 2024 to Council and the Ministry of Transport (as joint venture owners) for comment.

Comments were received from both of the joint venture owners:

***Taupō District Council***

*Generally satisfied with performance measures, scope and nature of activities and had no concerns with disclosures under the Local Government Act 2002 or any other matters. It was noted that the draft SOI was received within the legislative timeframes.*

***Ministry of Transport***

*One comment with the funding of a CAPEX item which has been addressed by management.*

Management has reviewed the draft SOI and made some minor updates for the final version.

**WHAKAKAPINGA | CONCLUSION**

It is recommended that the Committee receives the final Statement of Intent for the period 1 July 2024 to 30 June 2027.

Once ratified by Council and the MoT, the SOI for the period 1 July 2024 to 30 June 2027 will be made public and published on the TAA website.

**NGĀ TŪTOHUNGA | RECOMMENDATION(S)**

That the Taupō Airport Authority Committee receives the final Statement of Intent for the period 1 July 2024 to 30 June 2027.

**NGĀ TĀPIRIHANGA | ATTACHMENTS**

1. Taupō Airport Statement of Intent 2025 - 2027 [↗](#)



**5.4 CIVIL AVIATION AUTHORITY UPDATE**

**Author:** Wayne Wootton, General Manager Taupō Airport

**Authorised by:** Tony Hale, Acting General Manager Operations and Delivery

**TE PŪTAKE | PURPOSE**

For the Taupō Airport General Manager to provide the Taupō Airport Authority (TAA) Committee with an update on the Civil Aviation Authority (CAA) covering the Obstacle Limitation Surface (OLS) survey and the Annual CAA Audit.

**NGĀ KŌRERORERO | DISCUSSION****Obstacle Limitation Surface (OLS) survey**

Management has recently received information from Pāmu (LandCorp Farming Limited) regarding the costs to remove pine trees and replant in manuka in the area that is currently within the obstacle limitation surface to the northern end of the runway.

In summary Pāmu would be comfortable to have Taupō Airport Authority (TAA) remove the pine trees and replant the area in manuka (using their contractor) at TAA cost, which has been estimated at \$7,688.00 + GST.

Further, Pāmu would require TAA to pay compensation for the loss of income from the pine trees plus the reduction in land value due to a permanent planting restriction being imposed to avoid any long-term issues with the obstacle limitation surface. The area involved is 0.36 hectares and amounts to a total of \$4,750.00 + GST (if any).

If this is acceptable to TAA, then the work can be carried out anytime.

Alternatively, if a land purchase in this vicinity was to be considered as a better option it would be up to TAA or Taupō District Council (TDC) to make an approach direct to Pāmu with an offer which must be based on an independent market valuation. The pine trees would still need to be felled but replanting in manuka would not necessarily be required.

To note that the next obstacle limitation survey will be due during 2025 in accordance with the airport's Civil Aviation Authority Rule Part 139 compliance.

**Annual Civil Aviation Authority (CAA) Audit**

The Aerodrome Operating Certificate (AOC) is renewed every five years and the CAA can conduct annual audits during the five-year period.

The current AOC commenced in July 2023 and is valid until July 2028, however, management has not yet received notification from the CAA of a possible annual audit for this year. Therefore, as with previous years, it appears that the CAA will skip a year and schedule an audit for 2025.

Compliance with the Rule is an ongoing matter and management frequently carries out its own internal audits to ensure that the airport operates effectively, safely and meets or exceeds the Rule requirements.

At this stage management is confident that TAA is operating in full compliance with the CAA Rule Parts 100 (safety management) and 139 (airport operation and use).

**WHAKAKAPINGA | CONCLUSION**

It is recommended that the Committee receive the information regarding the Civil Aviation Authority.

**NGĀ TŪTOHUNGA | RECOMMENDATION(S)**

That the Taupō Airport Authority Committee receives the Civil Aviation Authority update.

**NGĀ TĀPIRIHANGA | ATTACHMENTS**

Nil

**5.5 MASTER PLANNING UPDATE**

**Author:** Wayne Wootton, General Manager Taupō Airport

**Authorised by:** Tony Hale, Acting General Manager Operations and Delivery

**TE PŪTAKE | PURPOSE**

For the Airport General Manager to provide an update on Master Planning as follows:

- District Plan
- Sale of land south of Richmond Heights
- Taupō Air Transportation Study
- Solar power generation

**NGĀ KŌRERORERO | DISCUSSION**

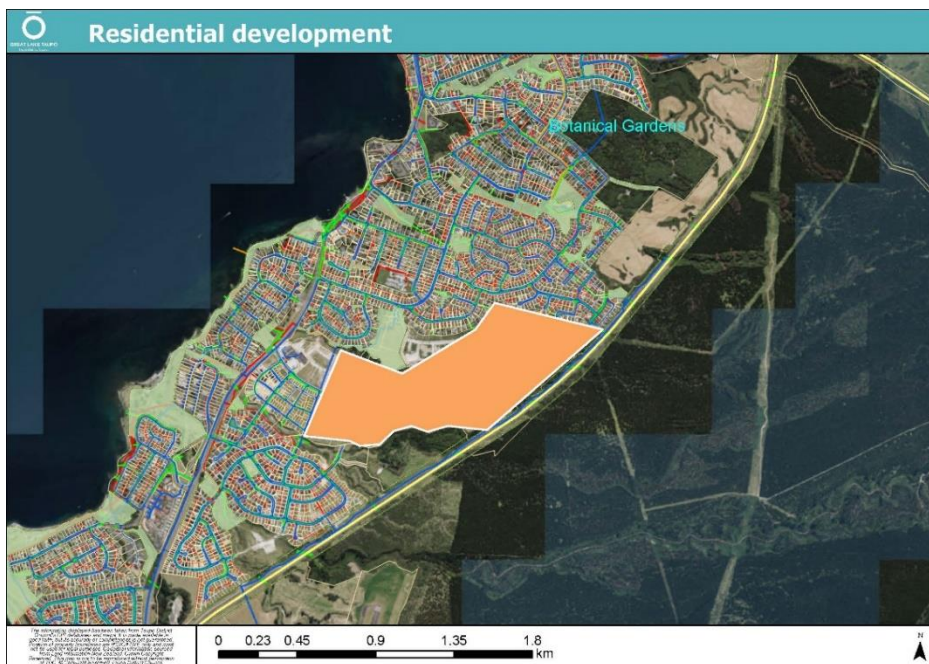
**District Plan**

Management has previously raised concerns as to the current information in the Taupō District Plan relating to the airport and has, therefore, engaged two consultancy companies to assist with reviewing the current situation with management supplying background information and flight movement data. A draft noise contour report has been received and reviewed by management. Several questions were raised which have further been investigated by the consultant with a new updated draft report being issued.

From the results, management and Taupō District Council (TDC) can then decide on the best way forward in protecting operations and the future of the airport and the noise contour report will form one part of the Airport Designation that will be lodged with Council later this year by TAA's planning consultant. Committee members will be updated in due course.

**Sale of land south of Richmond Heights**

Management has been advised that Council has recently agreed to progress an agreement with a development partner for a housing project on the East Urban Lands to the south of Richmond Heights as shown below.



While this is great news for residential development in Taupō it could well cause issues for the airport as the development is between only 1,000m and 1,500m from the northern threshold of the runway and directly below the aircraft take-off and landing fans. This could impact airport operations from both a noise perspective and potential protrusions through the obstacle limitation surface. Members will recall the issues with the trees in the Botanical Gardens (shown on the above plan) almost protruding through the obstacle limitation surface and these trees are 3,000m from the end of the runway. Although it must be noted that the ground level does also rise up to the Botanical Gardens, whereas the proposed development will be more or less the same ground level as the runway end.

Management is keen to ensure that airport operations are not compromised in any way and is working with the planning consultant who is undertaking the airport designation work to draft conditions that will form the basis of covenants to be incorporated into the consenting process.

Due to the area falling within the airport’s 55 db Ldn contour, all of the properties will need to be fully sound insulated and double-glazed throughout as well as having an effective air conditioning system. Further, the height of any fixed object (structure or tree) will be restricted to between 20m and 30m depending on the location within the development. Apparently, this has been done in the past for other developments close to the airport but the conditions need to be strengthened to ensure complete protection.

Members will be updated in due course.

**Taupō Air Transportation Study**

Management recently met with Amplify, the economic development agency for Taupō District Council, to discuss the research project on the assessment of airport transportation and mobility in the Taupō district from both a quantitative and qualitative perspective.

Amongst other items, the report did suggest that there was some leakage of passengers from Taupō to Rotorua airport for flights to Christchurch, however, the demand was not sufficient to warrant a direct link from Taupō to the South Island. It was also evident that greater cooperation between the local key entities is required to work together and lobby the airlines with a view to future increases in schedules and the potential to open up new sectors as demand dictates. It must be noted though that this is a long-term process and could well take several years.

**Solar Power Generation**

Members will be aware that management is working with a solar supplier with a proposal to install a solar field to generate up to 80% of the airport terminal’s annual power consumption and strategically plan for cleaner energy production. There will be no upfront capital costs, apart from security fencing around the panels, and TAA will lease the system for either 10 or 20 years. By leasing the system, TAA will pay a price per kwh to the solar company for power generated through their system and a charge to the power company (currently Meridian) for the grid supply. Initial savings of 10% are forecast at the onset which would rise to circa 20% in year 10 as the power consumption charges by the solar company are fixed at 1.3% per annum, whereas power supplier charges would normally rise by at least 3%.

Storage batteries have been considered but have been discounted at this stage once again due to a high upfront cost. However, with fast paced advancements in solar generation and cheaper products coming to market, batteries may well become a feasible option in the future as will the ability to generate 100% of the terminal power demand. The project is now at the stage where consenting for the installation is being explored and the lease terms being reviewed. Members will be updated in due course.

**WHAKAKAPINGA | CONCLUSION**

It is recommended that the Committee receive the master planning update.

<b>NGĀ TŪTOHUNGA   Recommendation(s)</b>
<b>THAT THE TAUPŌ AIRPORT AUTHORITY COMMITTEE RECEIVES THE MASTER PLANNING UPDATE.</b>

**NGĀ TĀPIRIHANGA | ATTACHMENTS**

Nil

**5.6 CAPITAL PROJECTS UPDATE**

**Author:** Wayne Wootton, General Manager Taupō Airport

**Authorised by:** Tony Hale, Acting General Manager Operations and Delivery

**TE PŪTAKE | PURPOSE**

For the General Manager Taupō Airport and the Taupō Airport Operations Manager to provide an update to the Committee on the following projects:

- Terminal Redevelopment
- Baggage make-up extension
- Security Fencing
- Apron Extension

**NGĀ KŌRERORERO | DISCUSSION****Terminal Redevelopment**

Following the success at the New Zealand Airports annual conference last year where the terminal redevelopment won the award for the Commercial and non-Aeronautical Initiative of the Year Award, the terminal has been shortlisted again for another prestigious award.

On 14 March judges associated with the Commercial Project of the year award, in conjunction with the New Zealand Master Builders Association, visited the new terminal and met with members of the project team to run through the details of the build and to have a look around the new building.

The judges were impressed with the project and appreciated the presentation given by the project manager, Pernille Fletcher.

The gala awards night is scheduled for 23 May 2024 and, hopefully, management will be able to update members with good news at the Committee meeting.

**Baggage Make-up Extension**

Following a drawn out consenting process, site works for the baggage make-up extension to the north of the new terminal finally commenced in February with a programmed construction period of 12 weeks.

After an initial few weeks of good progress with the site being cleared, excavation for and the casting of the reinforced concrete floor slab, progress has slowed due to the builder's staff shortages. Off-site work has slowly continued with the construction of the timber framed wall adjacent outside the heating, ventilation and air conditioning (HVAC) system and it is hoped that work will recommence on site during the second week of May.

The delay has put the end date back but it is hoped that the extension will be completed so that Air New Zealand can take up occupancy from their lease start date of 1 July 2024. The new 98m<sup>2</sup> extension will be used by Air New Zealand as part of their baggage make-up process as well as storage, forklift charging and drying facilities for the airline staff.

Committee members will be updated on progress.

**Security Fencing**

Members will be aware that as part of the terminal redevelopment project, new security fencing was to be installed between landside and the operational areas adjacent to the new terminal building. This was supposed to go ahead once the old terminal was demolished and the new baggage make-up extension work completed.

Due to the delay in the construction of the new extension, management is currently considering starting the security fencing from the northern end and working back towards the new build. This may incur some additional costs with the installer having to return to site after the baggage make-up extension has been completed but will allow the bulk of the work to be finished during the current financial year and a claim submitted to the MoT for a 50% contribution of the costs as agreed.

Committee members will be updated on progress.

### **Apron Extension**

The project consists of the construction of a 3,000 square metre concrete extension to the south of the existing apron complete with ground lighting and aircraft guidance markings to the new and existing apron areas. Upgraded and additional floodlighting has already been installed to maintain security to parked aircraft.

This project, estimated at \$1.6m, was originally planned as part of the terminal redevelopment but was deferred due to the increase in cost. To enable TDC to receive the final tranche of the shovel ready project funding for the terminal construction the apron extension has to be completed by January 2025.

Management has submitted a business case for the apron extension to be funded through the Council's Long-term Plan (LTP) at the estimated cost of \$1.6m and has also submitted the business plan to the MoT for a potential 50% contribution from their appropriation funding.

The timeline for the project to enable completion by the deadline of January 2025 will involve a start on the consultancy works during June, however, due to the delays in the LTP process, the funds may not be available until September.

Therefore, management will be drafting a paper for the June Council meeting to seek funding for the project in advance of the finalisation of the LTP.

Committee members will be updated on progress.

### **WHAKAKAPINGA | CONCLUSION**

It is recommended that the Committee receives the information.

### **NGĀ TŪTOHUNGA | RECOMMENDATION(S)**

That the Taupō Airport Authority Committee receives the capital projects update.

### **NGĀ TĀPIRIHANGA | ATTACHMENTS**

Nil

**5.7 TENANTS AND LEASES**

**Author:** Wayne Wootton, General Manager Taupō Airport

**Authorised by:** Tony Hale, Acting General Manager Operations and Delivery

**TE PŪTAKE | PURPOSE**

For the General Manager Taupō Airport and the Taupō Airport Operations Manager to provide an update to the Committee on the tenants and leases.

**NGĀ KŌRERORERO | DISCUSSION****Rescue Helicopter Operation**

The Rescue Helicopter has requested additional parking for their staff and visitors. Management has agreed that the area along the lease site fence line can be used on the basis that it is appropriately signed and restricted to parking for staff only.

All necessary work to create the parking area and signing will be installed and funded by the Rescue Helicopter operation.

**Airways New Zealand**

Management has received a draft Deed of Lease from Airways for the proposed Doppler VHF Omni Directional Range (DVOR) site as noted earlier in the report and is currently reviewing the detail in conjunction with TDC Legal.

Airways also have two other assets located at the airport, namely the power centre (housing an emergency generator) and the old air traffic control tower. Management will take the opportunity at the same time as agreeing the DVOR lease to also review leasing arrangements for the other two assets.

**Terminal Leases**

Management is still in discussions with Air New Zealand regarding the airline's lease in the new terminal and has recently received further correspondence from the airline with regards finalising the lease document.

Air New Zealand has now been occupying the space in the terminal building since 7 February 2023 with the lease commencement date being set as 1 April 2023.

To date TAA has invoiced the airline based on the rate for the occupied space in the old terminal and an accrual has been made in the airport's accounts for the difference between the old rate and the rental terms for the lease in the new terminal. The new lease also allows TAA to recover the cost of the electricity charges that Air New Zealand consume as part of their daily operations – the usage is metered separately.

Management has decided that this cannot continue and has now invoiced Air New Zealand at the new lease rates from 1 April 2023 less what the airline has already paid. The accrual in the airport accounts will be reversed once payment is received.

The new baggage make-up extension will be for the sole use of Air New Zealand and a new lease is currently with the airline for review. This will be effective once the construction works are completed and the airline occupies the building, which is currently scheduled from 1 July 2024.

**WHAKAKAPINGA | CONCLUSION**

It is recommended that the Committee receive the update on the tenants and leases.

**NGĀ TŪTOHUNGA | RECOMMENDATION(S)**

That the Taupō Airport Authority Committee receives the update on tenants and leases.



**NGĀ TĀPIRIHANGA | ATTACHMENTS**

Nil

**5.8 AIRPORT JOINT VENTURE UPDATE**

**Author:** Wayne Wootton, General Manager Taupō Airport

**Authorised by:** Tony Hale, Acting General Manager Operations and Delivery

**TE PŪTEAKE | PURPOSE**

For the General Manager Taupō Airport to provide an update to the Committee regarding the Ministry of Transport (MoT) Joint Venture.

**NGĀ KŌREROERO | DISCUSSION**

Members will be aware that Taupō Airport is administered by Taupō District Council (TDC), trading as Taupō Airport Authority, pursuant to a Joint Venture Deed between TDC and the MoT (representing the Crown).

This original Deed was first established in 1964, was reviewed in 1973 and is currently going through the process of a further update. The Deed requires a complete overhaul to bring it up to date, however, following a flurry of activity earlier in 2023, there has been no further progress and this has been delayed over the past months with the general election and change in Government.

Management has recently been informed that the review will resume later this year with another round table discussion being organised between the MoT and the five joint venture airports.

Regular four-weekly meetings are now being held between management and the MoT to keep both sides up to date with airport operations and matters of interest.

Committee members will be updated in due course.

**NGĀ KŌRERORERO | RECOMMENDATION(S)**

That the Taupō Airport Authority Committee receives the update regarding the Ministry of Transport Joint Venture.

**ATTACHMENTS**

Nil

**5.9 AERONAUTICAL CHARGES REVIEW 2023 UPDATE**

**Author:** Wayne Wootton, General Manager Taupō Airport

**Authorised by:** Tony Hale, Acting General Manager Operations and Delivery

**TE PŪTAKE | PURPOSE**

For the Taupō Airport General Manager to provide the Committee with an update on the Aeronautical Charges Review 2023.

**NGĀ KŌRERORERO | DISCUSSION**

Members have previously been advised that with regards the review of the general aviation aeronautical charges, a briefing paper was submitted to the Ministry of Transport (MoT) in early September 2023 for their review and approval, however, due to the general elections and a change in Government, the approval process stalled.

Following a number of email exchanges during March/April between management and the MoT and further details being drafted by the MoT staff as a supplement to the review briefing paper, the official approval was received by management on 2 May signed by the Minister of Transport, Hon. Simeon Brown.

The new aeronautical general aviation charges will be implemented from 1 June 2024 and will be set until 31 December 2027.

Consultation on the next aeronautical pricing review period will commence mid-2027 for implementation from 1 January 2028.

**WHAKAKAPINGA | CONCLUSION**

It is recommended that the Committee receive the update on the Aeronautical Charges Review 2023.

**NGĀ TŪTOHUNGA | RECOMMENDATION(S)**

That the Taupō Airport Authority Committee receives the update on the Aeronautical Charges Review 2023.

**NGĀ TĀPIRIHANGA | ATTACHMENTS**

Nil

**5.10 LAND SURROUNDING THE AIRPORT - UPDATE ON LAND MANAGEMENT SWAP**

**Author:** Wayne Wootton, General Manager Taupō Airport

**Authorised by:** Tony Hale, Acting General Manager Operations and Delivery

**TE PŪTAKE | PURPOSE**

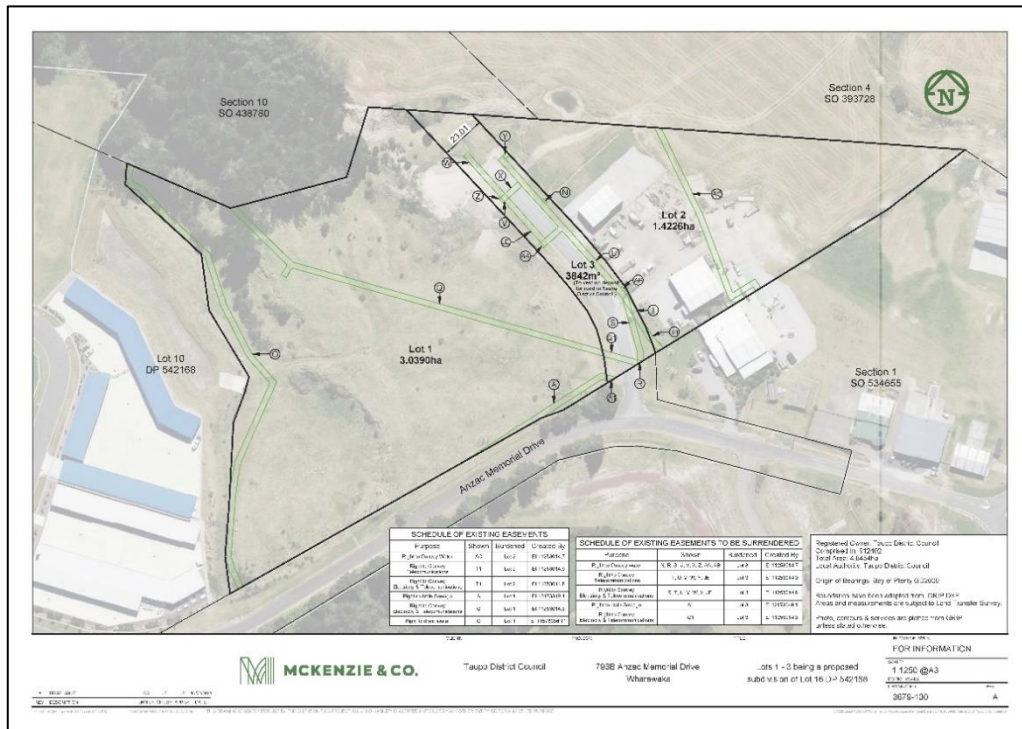
For the General Manager to provide the committee with a Land Management update.

**NGĀ KŌRERORERO | DISCUSSION**

Members will be aware that management has been in discussions with the Taupō District Council (TDC) Property team regarding the administration of an area of land to the north of Anzac Memorial Drive, shown as Lot 16 on the plan below. The land is currently managed by the Property team and has two aviation related tenants for which the Council receive income.



The proposal is to sub-divide the area as shown below and draw up a management agreement, whereby, TAA administer the land to the east of the stub access off Anzac Memorial Drive (Lot 2) and the Property team manage the area to the west (Lot 1).



The process is ongoing, and management and the Property team have recently received a draft document from the Council’s solicitor to review.

Management is aware that there are plans for industrial development on the section to be retained and managed by the Council’s Property team and, as part of the review and due diligence, advice will be sought from the currently engaged planning consultant on the contents of the agreement and stipulations which may be required to safeguard the future of airport operations.

Committee members will be updated in due course.

**WHAKAKAPINGA | CONCLUSION**

It is recommended that the Taupō Airport Authority Committee receives the Land Management update.

**NGĀ TŪTOHUNGA | RECOMMENDATION(S)**

That the Taupō Airport Authority Committee receives the update on the land surrounding the airport.

**NGĀ TĀPIRIHANGA | ATTACHMENTS**

Nil

**5.11 INCORPORATING THE TAUPŌ AIRPORT AUTHORITY**

**Author:** Wayne Wootton, General Manager Taupō Airport

**Authorised by:** Tony Hale, Acting General Manager Operations and Delivery

**TE PŪTAKE | PURPOSE**

For the General Manager to provide a report to the committee about a proposal to incorporate Taupō Airport Authority as a legal entity and make changes to the government structure.

**NGĀ KŌRERORERO | DISCUSSION**

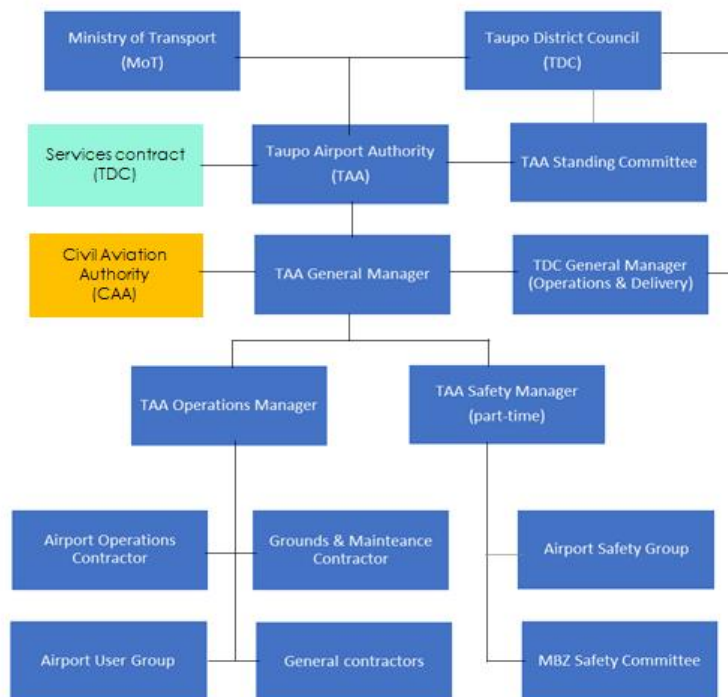
Taupō Airport Authority (TAA) is the trading name for the Taupō Airport and is classed as a Council Controlled Organisation (CCO) as defined under the Local Government Act 2002. However, rather than being governed by an independent Board of Directors, is overseen by a Council Standing Committee consisting of two local Taupō business owners, two Councillors and the Mayor.

TAA staff are employed by the Council and the General Manager Taupō Airport reports to the General Manager of the Council’s Operations and Delivery team – effectively the airport operates as a Council business unit.

The General Manager Taupō Airport is also named as the Chief Executive on the Aerodrome Operating Certificate (owned by Taupō Airport Authority) and has a direct line of responsibility to the Civil Aviation Authority for all airport operational compliance.

Further, as TAA only has two permanent staff, the use of administration, accounting, IT and legal assistance is through TDC which is funded on a monthly basis from TAA operational costs, although no formal services contract currently exists.

*TAA structure*



Another key factor that sets TAA apart from the majority of other airports in New Zealand is that it is one of five Joint Venture airports that is owned by councils and the Government (represented by the Ministry of Transport). The airport is administered by TDC, trading as TAA, although TAA is only the name of the Joint Venture and is not an incorporated entity in its own right.

Almost all regional airports in New Zealand are either CCOs or Council Controlled Trading Organisations (CCTOs), the difference being that a CCTO is established to be commercial and return a profit.

There have been several reports undertaken over the years which have contained information regarding the establishment of a separate governance structure for Taupō airport.

*The current governance arrangement, using a committee of Council, does not seem consistent with Auditor-General's guidelines for a Council Controlled Trading Organisation. We suggest that TDC investigate incorporating the Authority as company, operating as a Council Controlled Organisation. The accountability provisions of the Local Government Act should be sufficient to protect all TDC's interests in the airport<sup>1</sup>.*

Committee members have raised concerns as to the ability for TAA to be an efficient, self-funding operation while still governed by a Standing Committee of Council and whether it would be more beneficial to move to a new governance structure under the control of an independent Board of Directors. This was identified by members in late 2023 as one of ten opportunities that need to be explored in depth to move towards key aspirations for the airport and its future growth.

Management is now exploring this opportunity and has listed below three options to consider, assessing each of the options against 12 principles for ownership.

The table below summarises the assessment, however, it is to be noted that this is management's interpretation of basic ownership principals for the purposes of a first stage analysis and is not intended to be a full and complete evaluation.

Principle	Option 1: Incorporate Taupō Airport Authority under a new Director Governance structure	Option 2: Run the Airport as current reporting to a Council Standing Committee	Option 3: Run the Airport as a Council business unit with an advisory board
Achieve the Airport's purpose	Yes	Yes	Yes
Comply with the Airport's statutory and regulatory requirements	Yes	Yes	Yes
Exercise effective and appropriate ownership control and monitoring	Yes	Partially	Yes
Clear lines of accountability for the Airport's operating performance	Yes	Partially	Partially
A focus on the Airport's roles and functions	Yes	Partially	Partially
Clearly defined and allocated responsibilities for the Airport's functions and activities	Yes	Partially	Partially
Ability to attract skills and experience appropriate for the management and governance of the Airport and its operating activities	Yes	Partially	Partially
Optimal operational flexibility	Yes	Partially	Partially
Efficient and effective operations	Partially	Partially	Partially
Tax efficient	Partially	Partially	Partially
Optimal allocation and management of risks, taking into account all of the dimensions of risk	Yes	Partially	Partially
Ring-fence risks and obligations	Yes	No	No

<sup>1</sup> [Economic development in the Taupō District](#) A review under Section 17A of the Local Government Act  
NZIER report to Taupō District Council - 19 April 2017

Management believe that Option 1 best meets the principles, followed by Option 3 and then Option 2.

Incorporating Taupō Airport Authority under a Director governance structure could provide greater independence for the airport's operations with less political influence and the ability to be more flexible in response to changing conditions. This type of company structure could also bring with it dedicated staff and resources, enabling the airport to attract the right talent for the operation. A governance Board of Directors, appointed by the Joint Venture owners, can ensure a commercial focus that can set and monitor strategic direction, maximise revenue from the operations and work towards the airport being fully self-funding.

CCOs are still subject to considerable Council control through statutory mechanisms under the Local Government Act 2002 (such as appointing Directors and annual Statements of Intent) as well as informal mechanisms.

Most regional airports in New Zealand operate as CCOs or CCTOs. Being a Joint Venture with the Crown means that incorporating the Taupō Airport Authority as a company will require the full cooperation of the Crown.

There may also be a requirement for public consultation under the special consultative procedure as required by section 56 of the Local Government Act 2002.

The process will take time as there are a number of elements that have to be considered, each with the cooperation of the Joint Venture owners, being the Council and the Crown.

- Establishment of Taupō Airport Authority as a company
  - Company registration
  - Company constitution
  - Appointment of Directors
  - Tax advice
  - Civil Aviation Authority consultation (Aerodrome Operating Certificate)
  - Transfer of staff from TDC to TAA Limited
  - Changes to financial delegations
  - Policies and procedures
- Formation of a Service Level Agreement between TDC and TAA Limited
  - Accounts
  - IT
  - Administration
  - Public relations
  - Legal
- Drafting of an Asset Transfer Deed
  - Valuations
  - Assets under TAA Limited
  - Change in landlord from TDC to TAA Limited
  - Will possibly exclude land

At some stage in the above set of elements, public consultation may be necessary.

In accordance with the opportunity that has been identified in TAA's strategic roadmap, management believe that now is the appropriate time to further investigate the process of the formation of a standalone company to operate Taupō Airport.

Another of the ten opportunities that has been identified as the Committee members' aspirations towards the future growth of the airport was the Council purchasing the Crown's 50% share of Taupō airport. However, it must be stressed that this is a long-term opportunity and does not form part of this work to investigate the formation of a company to operate Taupō Airport.



**WHAKAKAPINGA | CONCLUSION**

It is recommended that the Taupō Airport Authority Committee receives the report on the future incorporation of Taupō Airport Authority as a company to operate the Taupō Airport.

**NGĀ TŪTOHUNGA | Recommendation(s)**

**THAT THE TAUPŌ AIRPORT AUTHORITY COMMITTEE RECEIVES THE REPORT ON THE FUTURE INCORPORATION OF TAUPŌ AIRPORT AUTHORITY AS A COMPANY TO OPERATE THE TAUPŌ AIRPORT.**

**NGĀ TĀPIRIHANGA | ATTACHMENTS**

Nil

## 6 NGĀ KŌRERO TŪMATAITI | CONFIDENTIAL BUSINESS

### RESOLUTION TO EXCLUDE THE PUBLIC

I move that the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the local government official information and meetings act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution	Plain English reason for passing this resolution in relation to each matter
<p><b>Agenda Item No: 6.1</b> Confirmation of Confidential Portion of Taupō Airport Authority Committee Minutes - 12 February 2024</p>	<p>Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons Section 7(2)(h) - the withholding of the information is necessary to enable [the Council] to carry out, without prejudice or disadvantage, commercial activities Section 7(2)(i) - the withholding of the information is necessary to enable [the Council] to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>Section 48(1)(a)(i)- the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 7</p>	<p>The confidential minutes contain personal and commercially sensitive business information about the Taupō Airport cafe tenants. The information is not of wider interest to the public, but should be kept in confidence to protect the cafe operators.</p>
<p><b>Agenda Item No: 6.2</b> Finance update for period ended 31 March 2024</p>	<p>Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons Section 7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	<p>Section 48(1)(a)(i)- the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 7</p>	<p>The financial information is presented at a granular level and includes employee costs, so there is a need to keep the figures confidential to protect the personal privacy of individuals and protect commercial interests.</p>

<p><b>Agenda Item No: 6.3</b> Financial Year 2025 Budget</p>	<p>Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons Section 7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	<p>Section 48(1)(a)(i)- the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 7</p>	<p>The financial information is presented at a granular level and includes employee costs, so there is a need to keep the figures confidential to protect the personal privacy of individuals protect commercial interests</p>
<p><b>Agenda Item No: 6.4</b> Taupō Airport Terminal Café</p>	<p>Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons Section 7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	<p>Section 48(1)(a)(i)- the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 7</p>	<p>The report includes personal and commercially sensitive business information about the Taupō Airport cafe tenants. The information is not of wider interest to the public, but should be kept in confidence to protect the cafe operators.</p>
<p><b>Agenda Item No: 6.5</b> Apron Extension Project</p>	<p>Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p>	<p>Section 48(1)(a)(i)- the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 7</p>	<p>The financial information is presented at a granular level and includes employee costs, so there is a need to keep the figures confidential to protect the personal privacy of individuals and protect commercial interests.</p>

I also move that *[name of person or persons]* be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of *[specify]*. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because *[specify]*.